

**New Jersey Department of Education  
Comparative Spending Guide**

**Electronic Distribution User Manual**

**A. Installation**

The New Jersey State Department of Education Comparative Spending Guide distribution diskette contains two files, **CSG2001.ZIP** and **PKUNZIP.EXE**. Users of the data should create a directory on their PC, change directory to that location and copy these files to that directory by typing the following:

**COPY A:\*.\***

Once complete, type

**PKUNZIP CSG**

26 files will be 'unzipped'. These files contain all data used in the comparative spending guide and are stored in Dbase III+ formats. This format will allow users to import the data into numerous commercially available database software packages and thereby, allow for the analysis of the data using these packages.

**B. File Index**

File names correspond to the Comparative Spending Guide Indicator number. For example, all data for indicator 1 are contained in the file CSG1.dbf.

<u>File Name</u>	<u>Description</u>
CSG1.dbf	Total Cost per Pupil
CSG2.dbf	Total Classroom Instruction
CSG3.dbf	Classroom Salaries + benefits
CSG4.dbf	Classroom general supplies and textbooks
CSG5.dbf	Classroom purchased services and other
CSG6.dbf	Total Support services
CSG7.dbf	Support services Salaries + benefits
CSG8.dbf	Total Administrative Costs per Pupil
CSG9.dbf	Salaries + Benefits for Administration
CSG10.dbf	Operations and Maintenance of Plant
CSG11.dbf	Salaries + Benefits - Operations/Maint of Plant
CSG12.dbf	Food Service Cost per Pupil + Benefits
CSG13.dbf	Extracurricular Costs per Pupil + Benefits
CSG14.dbf	Personal Services - Employee Benefits
CSG15.dbf	Total Equipment Cost per Pupil
CSG16.dbf	Ratio of Students to Teachers: Median Salary
CSG17.dbf	Ratio of Students to Special Service: Median Salary
CSG18.dbf	Ratio of Students to Administration: Median Salary
CSG19.dbf	Faculty / Administrative Ratios
CSG20.dbf	Budgeted General Fund Balance vs. Actual (used)
CSG21.dbf	Unreserved General Fund Balances in Excess of 6%
VITSTAT.dbf	Summary of Vital Statistics
Trans.dbf	Bus Utilization
SUM9899.dbf	Summary: 98-99 Actual Costs
SUM9900.dbf	Summary: 99-00 Actual Costs
SUM0001.dbf	Summary: 00-01 Original Budget Totals

### C. File Structure - Indicator Files

The 22 CSG indicator files have 12 unique file structures:

#### 1. Structure for Indicator 1

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP98	Per pupil amount (98-99 actual costs)
Rank98	Per pupil Ranking (98-99 actual costs)
PP99	Per pupil amount (99-00 actual costs)
Rank99	Per pupil Ranking (99-00 actual costs)
PP00	Per pupil amount (00-01 budget costs)
Rank00	Per pupil Ranking (00-01 budget costs)

#### 2. Structure for Indicator 2,4,5,6,8,10,12,13

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP98	Per pupil amount (98-99 actual costs)
Rank98	Per pupil Ranking (98-99 actual costs)
Pct98	% of Total Cost/pupil (98-99)
PP99	Per pupil amount (99-00 actual costs)
Rank99	Per pupil Ranking (99-00 actual costs)
Pct99	% of Total Cost/pupil (99-00)
PP00	Per pupil amount (00-01 budget costs)
Rank00	Per pupil Ranking (00-01 budget costs)
Pct00	% of Total Cost/pupil (00-01)

#### 3. Structure for Indicator 3,7,9,11

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP98	Per pupil amount (98-99 actual costs)
Rank98	Per pupil Ranking (98-99 actual costs)
Pct98	% of Total Cost/pupil (98-99)
Pct298	% of Total Salaries/Benefits to Indicator Variable (98-99)
PP99	Per pupil amount (99-00 actual costs)
Rank99	Per pupil Ranking (99-00 actual costs)
Pct99	% of Total Cost/pupil (99-00)
Pct299	% of Total Salaries/Benefits to Indicator Variable (99-00)
PP00	Per pupil amount (00-01 budget costs)
Rank00	Per pupil Ranking (00-01 budget costs)
Pct00	% of Total Cost/pupil (00-01)
Pct200	% of Total Salaries/Benefits to Indicator Variable (00-01)

4. Structure for Indicator 14

<b><u>Field Name</u></b>	<b><u>Description</u></b>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP98	% of Total Salaries (98-99)
PP99	% of Total Salaries (99-00)
PP00	% of Total Salaries (00-01)

5. Structure for Indicator 15

<b><u>Field Name</u></b>	<b><u>Description</u></b>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP98	Per Pupil Costs (98-99)
PP99	Per Pupil Costs (99-00)
PP00	Per Pupil Costs (00-01)

6. Structure for Indicator 16

<b><u>Field Name</u></b>	<b><u>Description</u></b>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Strat99	Student/Teacher Ratio (99-00)
Rk99	Ratio Ranking (99-00)
Salt99	Teacher Salary (99-00)
Rk99	Salary Ranking (99-00)
Strat00	Student/Teacher Ratio (00-01)
Rk00	Ratio Ranking (00-01)
Salt00	Teacher Salary (00-01)
Rk00	Salary Ranking (00-01)

7. Structure for Indicator 17

<b><u>Field Name</u></b>	<b><u>Description</u></b>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Ssrat99	Student/Special Service Ratio (99-00)
Rk99	Ratio Ranking (99-00)
Sals99	Special Service Salary (99-00)
Rk99	Salary Ranking (99-00)
Ssrat00	Student/Special Service Ratio (00-01)
Rk00	Ratio Ranking (00-01)
Sals00	Special Service Salary (00-01)
Rk00	Salary Ranking (00-01)

8. Structure for Indicator 18

<b><u>Field Name</u></b>	<b><u>Description</u></b>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Sarat99	Student/Administrator Ratio (99-00)
Rk99	Ratio Ranking (99-00)
Sala99	Administrator Salary (99-00)
Rk99	Salary Ranking (99-00)
Sarat00	Student/Administrator Ratio (00-01)
Rk00	Ratio Ranking (00-01)
Sala00	Administrator Salary (00-01)
Rk00	Salary Ranking (00-01)

9. Structure for Indicator 19

<b><u>Field Name</u></b>	<b><u>Description</u></b>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Farat99	Faculty/Administrator Ratio (99-00)
Rk99	Faculty/Administrator Ranking (99-00)
Farat00	Faculty/Administrator Ratio (00-01)
Rk00	Faculty/Administrator Ranking (00-01)

10. Structure for Indicator CSG20

<b><u>Field Name</u></b>	<b><u>Description</u></b>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	General Fund Balance (98-99)
Col2	1998-99 Actual
Col3	General Fund Balance (99-00)
Col4	1999-00 Actual

11. Structure for Indicator CSG21

<b><u>Field Name</u></b>	<b><u>Description</u></b>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
Col1	Actual Excess (98-99)
Col2	Actual Excess (99-00)
Col3	Actual Excess (00-01)

## 12. Structure for Indicator VITSTAT

<u>Field Name</u>	<u>Description</u>
Group	Contains text indicating Operating type/Enrollment grouping
Coname	County Name
District	District code
Distname	District Name
PP00	Per pupil Comparative Cost (00-01)
Stpct00	Revenue: State %
Ltpct00	Revenue: Local %
Fdpct00	Revenue: Federal %
Tupct00	Revenue: Tuition %
Fbpct00	Revenue: Free balance %
Otpct00	Revenue: Other %
Strat00	Student / Teacher ratio 2000
Ssrat00	Student / Special Service ratio 2000
Sarat00	Student / Administrator ratio 2000
Pctspeced	Percent Special Education Students

### D. File Structure - Summary Files

The 3 summary files have identical file structures and summarize the total costs for Indicator 1-13 and 15. The Average daily enrollment is included (estimated enrollment for 2000-2001).

### E. Miscellaneous Information

Each indicator file also contains information regarding the Operating type and State Average information printed on the Comparative Spending Guide. This information is located within the file at the beginning of each district operating type/enrollment grouping. Depending on the indicator file and operating type grouping, the number of records containing the information will vary. The descriptive text regarding these records have been written in the DISTNAME field. The following guide should be used to view these data summary records:

<u>Indicator</u>	<u>Operating type/enrollment Grouping</u>	<u># Records with Summary Statistics</u>
1-15	All groups except 7-12 / 9-12	4 records/grouping
1-15	Group 7-12 / 9-12 only	6 records/grouping
16,17,18,19	All groups except 7-12 / 9-12	1 record/group (Op type average only)
16,17,18,19	Group 7-12 / 9-12 only	2 records/group (Op Type average only)